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FISCAL POLICIES MANUAL

JOB CANDIDATE TRAVEL REIMBURSEMENT

PREFACE

The State's goal is to hire and retain the most qualified individual for every position while maintaining fair and equitable hiring practices. To achieve that goal, it may be necessary to recruit from outside the immediate geographical location of the job offering. It is common practice among the private sector to compensate those candidates who incur travel expenses to attend a job interview.

DEFINITIONS

Hard to Fill Position – A position with very specialized knowledge requirements that are not likely to be found in the general area; or a position that is in a geographical location with a small population that limits the number of potential candidates; or a position that is geographically situated in an area that is economically depressed which may make it less desirable for potential candidates.

POLICY

Agency management should make the determination if an open position qualifies as a 'hard to fill' position. A state agency may pay the necessary travel expenses related to the candidate's employment interview or examination. Agencies are encouraged to pre-screen candidates using teleconferences or other appropriate methods prior to requesting a candidate to travel for an interview or examination. The agency head has the responsibility to exercise prudent judgment in the payment of interview expenses and to follow the travel reimbursement policy as set by the Board of Examiners or the agency's internal policy. Travel expenses may be reimbursed at rates not to exceed those established for state employees. The supporting documentation requirements for job candidate reimbursements are the same as employee travel expense reimbursements.

FISCAL IMPACT

The State will incur costs for the reimbursement of the travel expenses.

ADMINISTRATIVE PROCEDURES

Non-state employee expenses can be reimbursed in the same manner as employee reimbursements or regular vendor payments. Expenditures should be coded to subobject 5990 – Non-State Employee Expenses, Non-1099.